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# **MONTHLY TECHNICAL PROGRESS REPORT**

**for the period**

**June 1 – June 30, 2011**

**Submitted  
to**

**U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105  
Attn: Elaine Chan,  
Task Order Assignment Manager**

**Under Contract EP-R9-06-03**

**Submitted 7/8/2011  
by**



**GRB Environmental Services, Inc.**  
Consulting Environmental Engineers and Scientists

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**EPA Contract No. EP-R9-06-03**  
**Superfund Records Center Management Services, Region 9**

**Monthly Report**  
**June 2011**

**TOAM:** Elaine Chan  
**PM:** Anne Bonham

**I. TASK ACCOMPLISHMENTS**

**Task 1: Project Management**

**1.1 Manage the Contract**

The monthly report was submitted to the TOAM on June 7.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on June 17.

The Records Center Performance Measurements Reports were submitted to the TOAM on June 8.

The PM met with the TOAM on June 17 to review the monthly reports and to verify the status of the contract.

The RMS V/Program Manager updated the *Records Center Security Procedures* and *Records Center Procedures & Policies* on June 7 and submitted them to the TOAM.

**Future Activities**

Staff will deliver monthly technical and financial reports to the TOAM by the 10<sup>th</sup> of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

**1.2 Closeout of the Contract**

EPA announced their intent to extend the current contract 3 months. Instead of a termination date of 10/18/11, the current contract will be active until 1/18/12.

**Future Activities**

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

**Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding**

## **2.1 Organizing and Indexing**

Staff indexed 2,258 documents and edited 2,447 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:  
Abandoned Uranium Mines on Navajo Nation  
Tuba City Abandoned Ldfl

The site assessment Librarian IV received 4.2 lft. of new documents, and processed 9 new sites.

Circulation Department staff shelf-read approximately 75 lft. of site files during the month.

The site assessment Librarian IV performed quality assurance on 1 site file, shifted 8 lft. of files to consolidate documents, and shelfread the entire site assessment collection (362 lft.) and the Oil Facilities Response Plans collection (94 lft.).

To ensure the accuracy and consistency of database searches, a Librarian IV completed the 3<sup>rd</sup> quarter quality-assurance review of new personal and organizational name authority file entries.

On June 6 staff met with ORC Attorney Eric Esler to discuss redactions of Pacific Coast Pipeline administrative record documents. As a result of the meeting the requested redactions could move forward.

### **Future Activities**

Staff will continue to organize and index Superfund files into the SDMS-C database.

## **2.2 Document Pick-up, Processing, File Management, and Storage**

26.5 lft. of documents were picked up from EPA regional offices. 4 Transfer of Records forms were processed.

32.1 lft. of documents were retrieved from the FRC.

Staff performed physical preparation of documents (such as removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the following Administrative Records or special collections:

Hassayampa Landfill Retrospective Scanning (12 lft.)

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated June 22.  
FRC Storage Report, updated June 22.  
On-Site Storage Report, updated June 22.  
Contracts On-Site Storage Report, June 21.

Staff checked 3.2 lft. of unindexed San Gabriel Valley documents for possible duplication with documents already in the site file.

### **Future Activities**

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

## **2.3 Scanning**

Scanning Department staff prepared, scanned, and quality assured 774 documents (30,702 pages) during June and forwarded them for retirement to the FRC.

### **Future Activities**

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

## **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, indexed, and logged 2 SCAP accomplishment documents during June.

### **Future Activities**

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

## **2.5 Financial Documentation/Cost Recovery Packaging**

Twenty-two Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
00	0983	APPLIED MATERIALS
01	0934	ATLAS ASBESTOS MINE
02	09E9	ATLAS ASBESTOS MINE
01	0935	COALINGA ASBESTOS MINE
01	091N	COOPER DRUM
00	09AG	DEL MONTE CORP. (OAHU PLANTATION)
01	0920	INDIAN BEND WASH NORTH
01	093Y	LAVA CAP MINE
00	09QN	MCCLELLAN AIR FORCE BASE
13	09BE	MOTOROLA, INC. (52ND STREET PLANT)
14	09BE	MOTOROLA, INC. (52ND STREET PLANT)
00	0958	OPERATING INDUSTRIES, INC., LANDFILL
00	0958	OPERATING INDUSTRIES, INC., LANDFILL(58, 2R, DH & P2)
00	0958	OPERATING INDUSTRIES, INC., LANDFILL(SSID 2R)
00	0958	OPERATING INDUSTRIES, INC., LANDFILL(SSID DH)
00	0958	OPERATING INDUSTRIES, INC., LANDFILL(SSID P2)
01	099K	PEMACO MAYWOOD
03	09L6	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
05	094X	SAN GABRIEL VALLEY (AREAS 1-4)
02	09M4	SAN GABRIEL VALLEY (AREAS 1-4)
01	0944	SELMA TREATING CO
00	0997	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

Staff retrieved 23 cost packages/financial documents for EPA staff during June.

The Cost Package Documentation Index was updated on June 21.

#### **Future Activities**

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

### **2.6 Recycling and Shredding**

At the request of EPA staff, Records Center staff recycled/shredded 6.9 lft. of documents.

#### **Future Activities**

Recycling and shredding assistance will be provided as directed by the TOAM.

### **Sites worked on under Task 2 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES OF THE NAVAJO NATION (NAUM-TRONOX V. ANADARKO LITIGATION)
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0900	00	ACME CLEANERS
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
094Y	00	ALARK HARD CHROME
09PC	00	ALTOONA MINE
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09SZ	00	AMERICAN SAMOA AG CHEMICAL DISPOSAL PROJECT
<b>09GU</b>	<b>00</b>	<b>ANACONDA COPPER CO (YERINGTON)*</b>
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	03	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
0983	00	APPLIED MATERIALS
09JS	00	ASARCO INC HAYDEN PLT
09JS	01	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE
09E9	02	ATLAS ASBESTOS MINE
09TF	00	AZTEC SPECIALTY CHEMICAL
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09MM	00	BLUE LEDGE MINE
09QV	00	BODIE STATE HISTORICAL PARK



SSID	OU	SITE NAME
09H2	02	BROWN & BRYANT INC. (ARVIN PLANT)
09D8	00	CALIFORNIA CREATIVE DYNAMICS CO INC
<b>09Q3</b>	<b>00</b>	<b>CAMP PENDLETON MARINE CORPS BASE</b>
09SW	00	CAMPUS CLEAN UP - OAKLAND AVIATION SCHOOL
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
09R6	02	CARSON RIVER MERCURY SITE
09GY	00	CASMALIA PHASE II
09GY	01	CASMALIA PHASE II
093H	01	CASMALIA RESOURCES
0971	00	CASTLE AIR FORCE BASE
0900	00	CESI DRYCLEANING CENTER
09TD	00	CHURCH ROCK NAVAJO RADIOACTIVE STRUCTURES
0900	N/A	CITY OF ARCATA (BRN)
0900	N/A	CITY OF SAN JOSE (BRN)
09SK	00	CNMI AG CHEMICAL DISPOSAL PROJECT
0935	01	COALINGA ASBESTOS MINE
091N	01	COOPER DRUM
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
0900	00	CRAFTON REDLANDS AREA
09RR	00	CROWN CITY PLATING
09H5	01	CTS PRINTEX, INC.
09TH	00	CUC PCB SITE
09WV	00	CUC ROTA POWER PLANT PCB
09JT	01	CYPRUS TOHONO MINE
09Y1	07	DCE CIRCUITS
0936	01	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09AG	00	DEL MONTE CORP. (OAHU PLANTATION)
09TV	00	DUCK VALLEY PAIUTE SHOSHONE RESERVATION
<b>09P8</b>	<b>00</b>	<b>EDWARDS AIR FORCE BASE</b>
09H6	00	EL TORO MARINE CORPS AIR STATION
09DF	00	ENVIROPUR/PRC
09SN	00	FELTON KING
09Q6	01	FORT ORD
09SD	00	FOSTER'S PLATING
0900	N/A	FREMONT REDEVELOPMENT AGENCY (BRN)
094R	01	FRONTIER FERTILIZER
09EJ	00	GAMBONINI MERCURY MINE
09Q7	00	GEORGE AIR FORCE BASE
09RK	00	GOLDOME
Z900	N/A	GREKA 6802 PALMER ROAD
Z900	N/A	GREKA BELL LEASE COMPLEX SPILL
09RD	00	GREKA BRADLEY CONSOLIDATED 3 ISLAND OIL PRODUCTION FACILITY
Z900	N/A	GREKA CAL-60
Z900	N/A	GREKA ENERGY OIL SPILL
<b>Z900</b>	<b>N/A</b>	<b>GREKA ENERGY ZACA</b>
Z900	N/A	GREKA ENERGY-PALMER
Z900	N/A	GREKA OIL & GAS INC BELL 3 RELEASE
Z900	N/A	GREKA SECURITY LEASE
Z900	N/A	GREKA UCAL 98 SPILL
Z900	N/A	GREKA UCAL SPILL SITES
<b>Z900</b>	<b>N/A</b>	<b>GREKA UNASSIGNED</b>
Z900	N/A	GREKA-GATO PONDS
Z900	N/A	GREKA-GATO PONDS PIPELINE
09SJ	00	GUAM AG CHEMICAL DISPOSAL PROJECT

SSID	OU	SITE NAME
09RJ	00	HAKIMO ROAD AKA BOTELHO
<b>09X6</b>	<b>00</b>	<b>HALACO ENGINEERING CO</b>
09B8	01	HASSAYAMPA LANDFILL
0900	00	HI GRADE DRIVE IN CLEANERS
0900	N/A	HUNTINGTON BEACH CHANNEL INCIDENT
09WJ	00	INDALEX ALUMINUM SOLUTIONS
0920	01	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH
09GH	01	INDIAN BEND WASH NORTH
09G6	01	INDIAN BEND WASH SOUTH
09G6	03	INDIAN BEND WASH SOUTH
09SM	00	INGOMAR AMMUNITION
0988	01	INTEL CORP (SANTA CLARA 3)
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
<b>0917</b>	<b>01</b>	<b>IRON MOUNTAIN MINE</b>
0917	04	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
0900	00	JERRY'S DRAPERY SERVICE
09FM	00	KLAU/BUENA VISTA MINE
09FM	01	KLAU/BUENA VISTA MINE
09FM	02	KLAU/BUENA VISTA MINE
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	02	LAVA CAP MINE
0947	00	LIQUID GOLD OIL CORP RICHMOND
097H	00	LOCKHEED PROPULSION CO
0989	01	LORENTZ BARREL & DRUM CO
0989	02	LORENTZ BARREL & DRUM CO
09X8	02	LORENTZ BARREL & DRUM CO
0900	N/A	LULA WASHINGTON DANCE THEATRE (BROWNFIELDS)
098P	00	MARE ISLAND NAVAL SHIPYARD
<b>0965</b>	<b>00</b>	<b>MATHER AIR FORCE BASE</b>
0941	00	MCCLELLAN AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE
09SP	00	MCCLELLAN AIR FORCE BASE
09TW	00	MERCURY ON A CORNER ER
09M6	01	MEW STUDY AREA
09TG	00	MILL CREEK CYLINDERS
09TR	00	MOAPA PESTICIDES EMERGENCY RESPONSE
09J4	00	MODESTO GROUND WATER CONTAMINATION
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	04	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	13	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)

SSID	OU	SITE NAME
09AK	01	NAVAL COMPUTER & TELECOMMUNICATIONS AREA MASTER STATION EASTERN PACIFIC
09K7	00	NEW IDRIA MERCURY MINE
09J5	03	NEWMARK GROUNDWATER CONTAMINATION
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09TJ	00	NUWAY DRY CLEANERS
09SV	00	OAKLAND AVIATION SCHOOL MERCURY RELEASE
0900	N/A	OHLONE COMMUNITY COLLEGE (BRN)
<b>09BC</b>	<b>00</b>	<b>OMEGA CHEMICAL CORP</b>
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
09BC	03	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
<b>0958</b>	<b>01</b>	<b>OPERATING INDUSTRIES, INC., LANDFILL*</b>
09J6	00	PACIFIC COAST PIPELINES
09J6	01	PACIFIC COAST PIPELINES
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	01	PEMACO MAYWOOD
09WZ	00	PETALUMA PRECEDENT
09RW	00	PETER PAN CLEANERS
0919	00	PHOENIX-GOODYEAR AIRPORT AREA
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09WE	00	PLUMAS EUREKA STATE HISTORIC PARK
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
09WF	00	RIVERSIDE CHROME PLATING INC
09A1	00	ROIC/SUN VALLEY
09WG	00	ROSELLE MAD CHEMIST
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
<b>09N1</b>	<b>02</b>	<b>SAN FERNANDO VALLEY (AREA 1 &amp; ALL AREAS)</b>
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-WILSON)
09SF	04	SAN FERNANDO VALLEY (AREA 2, EXCELLO PLATING)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	02	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
0900	N/A	SAN FRANCISCO REDEVELOPMENT AGENCY (BRN)
<b>094X</b>	<b>05</b>	<b>SAN GABRIEL VALLEY (AREAS 1-4)</b>
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0900	N/A	SANTA CRUZ COUNTY, AZ (BRN)
09WK	00	SANTA FE MINE #2 - RED MOUNTAIN
09WM	00	SANTA FE SPRINGS DRUMS
09P9	01	SCHOFIELD BARRACKS
0944	00	SELMA TREATING CO
0944	01	SELMA TREATING CO
0944	02	SELMA TREATING CO

SSID	OU	SITE NAME
09SY	00	SKYLINE AUM WASTE PILE SITE
09J8	01	SOLA OPTICAL USA, INC
0942	02	SOUTH BAY ASBESTOS
09D7	00	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09TN	00	SPARKLEEN LAUNDRY AND SERVICE CLEANERS
09W9	00	STOKER CO
0901	01	STRINGFELLOW
0901	05	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	02	SULPHUR BANK MERCURY MINE
0900	00	SUNSHINE CARPET & DRAPERY
0900	00	TECATE HAZARDOUS WASTE SITE
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES
0900	N/A	TOHONO O'ODHAM NATION (BRN)
<b>09P3</b>	<b>00</b>	<b>TREASURE ISLAND NAVAL STATION- HUN PT AN</b>
09WC	00	TSMY CYLINDER SITE
09RF	00	TUBA CITY ABANDONED LDFL
09SS	00	TUBA CITY NAVAJO RADIOACTIVE STRUCTURES SITE
096Y	01	TUCSON WEST CAP
09R3	01	UNITED HECKATHORN CO
0900	00	US FOREST SVC-DRINKWATER GULCH MINE
0900	N/A	UTOPIA MINE
09K5	00	VALLEY WOOD PRESERVING INC.
0900	00	WAIAWA GULCH-INDUSTRIAL PARK/STREAM
0900	00	WAKE ISLAND AIRFIELD
09C1	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09TK	00	WEST AVENUE MERCURY
0997	00	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
0900	00	WHITEHORSE LANDFILL
09WD	00	WICKENBURG VULTURE MERCURY DROPPINGS
09Q1	01	WILLIAMS AIR FORCE BASE
09QC	00	YOSEMITE CREEK SEDIMENT
09K6	01	YUMA MARINE CORPS AIR STATION

### **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

#### **3.1 Reference, Search, and Circulation Service**

Staff processed 86 requests for documents, performed 1,181 database searches in SDMS-C, and provided 24,682 documents for EPA staff and other requesters.

Fourty-one indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on June 10 and June 7, respectively.

#### **Future Activities**

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

### **3.2 Freedom of Information Act (FOIA)**

Staff provided support for 4 FOIA requests totaling 6 billable hours.

#### **Future Activities**

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

### **3.3 Photocopy and Redaction Service**

Staff photocopied 2,698 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 1,526 pages from SDMS-C.

At the request of EPA staff, 1 document from the San Fernando Valley, Area 1 site file was redacted in preparation for the upcoming FOIA response, and 7 documents from the Pacific Coast Pipe Line site file were redacted in preparation for the upcoming AR.

#### **Future Activities**

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

### **3.4 CD-ROM Service**

Staff fulfilled 41 requests for documents on CD-ROMs. 531,565 pages were copied to CDs.

#### **Future Activities**

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

### **3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters**

Staff scanned, entered into SDMS-C, copied to CD-ROM, and mailed to EPA Headquarters the RODs, ESDs, and/or ROD Amendments for the following sites:

ALAMEDA NAVAL AIR STATION  
NAVAL COMPUTER AND COMMUNICATIONS AREA MASTER STATION  
EASTERN PACIFIC

#### **Future Activities**

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

**Sites worked on under Task 3 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09DJ	00	AMCO CHEMICAL
0900	00	ARIZONA METAL PROCESSING SERVICES
09JW	00	B.F. GOODRICH
09JG	01	CASMALIA FUTURE DE MINIMIS SETTLEMENTS
093H	01	CASMALIA RESOURCES
0971	01	CASTLE AIR FORCE BASE
09H5	01	CTS PRINTEX, INC.
09AJ	01	DAVIS MONTHAN AFB
0936	01	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09HB	00	DENOVA ENVIRONMENTAL INC.
Z900	N/A	GREKA OIL & GAS INC BELL 3 RELEASE
09RJ	00	HAKIMO ROAD AKA BOTELHO
0920	01	INDIAN BEND WASH NORTH
09G6	01	INDIAN BEND WASH SOUTH
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
09F6	01	JASCO CHEMICAL CORP
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
0965	00	MATHER AIR FORCE BASE
09M6	01	MEW STUDY AREA
0926	03	MONTROSE CHEMICAL CORP
0900	N/A	MTBE TUBA CITY
09QM	00	NE CHURCHROCK QUIVIRA MINES
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
<b>09BC</b>	<b>00</b>	<b>OMEGA CHEMICAL CORP</b>
09BC	01	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09J6	00	PACIFIC COAST PIPELINES
091S	13	PEARL HARBOR NAVAL COMPLEX
099K	01	PEMACO MAYWOOD
09WE	00	PLUMAS EUREKA STATE HISTORIC PARK
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)

SSID	OU	SITE NAME
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09TN	00	SPARKLEEN LAUNDRY AND SERVICE CLEANERS
0900	00	STOCKTON IRON WORKS
096Y	01	TUCSON WEST CAP
0900	00	US FOREST SVC-DRINKWATER GULCH MINE
0900	00	WHITEHORSE LANDFILL

#### **Task 4: Administrative Records (ARs) and Special Collections Management**

##### **4.1 Administrative Records**

The following ARs were compiled, copied, and sent to repositories in June:

CTS Printex, Inc. AR, Update 1, sent June 2  
Pacific Coast Pipeline AR, Update 3, sent June 14  
Plumas Eureka State Historic Park Removal AR, sent June 17  
Sparkleen Laundry and Service Cleaners Removal AR, sent June 20

##### **Future Activities**

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

##### **4.2 Work-Performed Compilations**

Seven work-performed compilations were created or updated during June for the following sites:

OU	SSID	Site Name
00	099R	ABANDONED URANIUM MINES OF THE NAVAJO NATION (NAUM-TRONOX V. ANADARKO LITIGATION)
01	093Y	LAVA CAP MINE
01	09J4	MODESTO GROUND WATER CONTAMINATION
00	0958	OPERATING INDUSTRIES, INC., LANDFILL (58, 2R, DH & P2)
01	099K	PEMACO MAYWOOD
00	09WG	ROSELLE MAD CHEMIST
05	094X	SAN GABRIEL VALLEY (AREAS 1-4)

##### **Future Activities**

Staff will continue to compile work-performed compilations as directed by the TOAM.

##### **4.3 Electronic Media and Microfilm Management**

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 20 collections  
Electronic files attached to E-mails: 97 collections

##### **Future Activities**

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

**Sites worked on under Task 4 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES OF THE NAVAJO NATION (NAUM-TRONOX V. ANADARKO LITIGATION)
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09H5	01	CTS PRINTEX, INC.
<b>093Y</b>	<b>01</b>	<b>LAVA CAP MINE</b>
09J4	01	MODESTO GROUND WATER CONTAMINATION
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
<b>09J6</b>	<b>00</b>	<b>PACIFIC COAST PIPELINES</b>
099K	01	PEMACO MAYWOOD
09WZ	00	PETALUMA PRECEDENT
09WE	00	PLUMAS EUREKA STATE HISTORIC PARK
09WG	00	ROSELLE MAD CHEMIST
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09TN	00	SPARKLEEN LAUNDRY AND SERVICE CLEANERS
09SU	00	WEST OAKLAND LEAD REMOVAL

**Task 5: Manage the Day-to-Day Operations of the Superfund Records Center**

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on June 30.

The PM held a Managers/Supervisors meeting on June 29.

The PM held a Scanning Department meeting on June 16.

The RMS IV/Assistant Manager held meetings with special projects staff on June 9 and 15.

The RMS IV/Circulation Department Supervisor held a departmental meeting on June 6 and 15.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on June 21.

The PM purchased supplies and/or equipment during June as necessary.

**Future Activities**

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

**Task 6: Training and Orientation**

No training requested in June.



### **Future Activities**

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

### **Task 7: Online Operations and Internet Support**

On June 7, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Al Belbahri to certify the Dragon Database to ensure Record Center server C018 was updated with Windows updates, BigFix and SEP definition files. Also, user profiles that were inactive were disabled or deleted from Active Directory June 29. This is an ongoing monthly effort.

An RMS IV/IS III coordinated with Al Belbahri to secure the Ascent Capture workstation JMADIS05 from an Advance Persistent Threat (APT) detected by CSIRC. Per CSIRC, JMADIS05 was completely rebuilt, including the reinstallation of the Operating System, Windows Updates, Symantec Endpoint Protection Software and Symantec Backup Exec Software and BigFix. This rebuild took 5 days, during which time scanning activity had to cease. The workstation was returned to production status June 30.

An RMS IV/IS III coordinated with Benoy Puthuparapil to install Ascent Capture 7.5 and the associated release script on JMADIS05. Work was completed June 30.

An RMS IV/IS III coordinated with EPA IT Helpdesk personnel Ted Gross and Giuseppe Orlandi per direction from Elaine Chan on acquiring a new XP workstation for the rebuild of the Ascent Capture release station. We received the workstation in a timely manner and commenced the rebuild of JMADIS05 June 28.

### **Future Activities**

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

### **Task 8: Attend Meetings and Teleconferences**

The PM and TOAM attended a teleconference/demonstration of SURS (SEMS User Request System) on June 17.

The PM and RMS IV/Assistant Manager attended a national teleconference/demonstration of SDMS -C release 2 changes on June 21.

### **Future Activities**

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in June.

**Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS**

No activity occurred in this reporting period.

**II. DIFFICULTIES ENCOUNTERED**

No difficulties were encountered this reporting period.

**III. PERSONNEL ACTION**

No personnel action was taken in this reporting period.

**IV. SUMMARY OF TECHNICAL DIRECTION**

Staff received technical direction for 11 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 9 requests for information or support via other means.

## V. STATISTICS

### New File Footage

New Files Received	Footage	Year to Date
1,083	25.1 lft.	355.8 lft.

### Inventories

Records Surveyed	Year to Date
31.6 lft.	254.8 lft.

### Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
182.5 lft.	0 lft.	0 lft.	451.3 lft.

### Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
61	3	0	0	12	0	0	11	87

## **VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS**

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

### **SSID 09GU, OU 00, ANACONDA COPPER CO (YERINGTON)**

One Librarian IV/Records Librarian performed indexing (182 documents, 1.5 linear feet) and one RMS II/Scanning Specialist performed scanning (1,719 pages) in order to reduce the backlog of indexing for this site. A total of 81.8 hours were expended on this effort during the month.

### **SSID 0958, OU 01, OPERATING INDUSTRIES, INC., LANDFILL**

One Librarian IV/Records Librarian performed indexing (86 documents, .83 linear feet) and two RMS II/Scanning Specialists performed scanning (2,224 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist and an IS II/Records Aide prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 87.7 hours were expended on this effort during the month.

## **VII. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK**

### **Task 1: Project Management**

#### **1.1 Manage the Contract**

The monthly report was submitted to the TOAM on 6/7/11.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were submitted to the TOAM on 6/17/11.

The Records Center Performance Measurement Reports were submitted to the TOAM on 6/8/11.

The CBI Circulation/Disclosure Reports were generated and submitted to the TOAM on 7/10/11.

The PM met with the TOAM on 6/17/11 to review the monthly reports and to verify the status of the Contract.

The *Records Center Security Procedures* was updated on June 7.

#### **1.2 Close-Out of the Contract**

No activity has occurred under this subtask to date.

### **Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding**

#### **2.1 Organizing and Indexing**

20,799 documents have been indexed and quality assured in SDMS-C as of 6/30/11.

#### **2.2 Document Pick-up, Processing, File Management, and Storage**

230.3 lft. of documents have been collected from 75 Hawthorne for indexing or retiring to the FRC as of 6/30/11.

123.7 lft. of records have been retrieved from the FRC in response to EPA requests as of 6/30/11.

451.3 lft. of records have been organized and sent to the FRC as of 6/30/11.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were updated on 6/22/10.

#### **2.3 Scanning**

21,369 documents (606,156 images) have been scanned into SDMS-C as of 6/30/11.

#### **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, indexed, and logged 21 SCAP accomplishment documents as of 6/30/11.

## **2.5 Financial Documentation/Cost Recovery Packaging**

146 Financial Cost Documentation Packages have been processed as of 6/30/11.

## **2.6 Recycling and Shredding**

81.3 lft. of documents have been recycled/shredded as of 6/30/11.

## **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

### **3.1 Reference, Search, and Circulation Service**

103,877 documents have been provided to EPA staff or the public as of 6/30/11.

268 site file indices/databases have been generated in response to EPA requests as of 6/30/11.

### **3.2 Freedom of Information Act (FOIA)**

As of 6/30/11, circulation staff has provided support for 54 FOIA requests. Billing data for 121.8 hours have been submitted to EPA.

### **3.3 Photocopy and Redaction Service**

Staff copied on-site a total of 40,826 non-FOIA-related pages for EPA and other requesters and sent approximately 3 pages off-site to a copy service.

19 site file documents have been redacted for release as of 6/30/11.

### **3.4 CD-ROM Service**

235 CD-ROMs or CD-ROM sets containing 3,026,872 images have been produced and supplied to EPA staff or the public as of 6/30/11.

### **3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters**

11 RODs, ESDs, or ROD Amendments have been sent to EPA Headquarters as of 6/30/11.

## **Task 4: Administrative Records (ARs) and Special Collections Management**

### **4.1 Administrative Records**

17 Administrative Records (including supplements), deletion dockets, and special collections have been compiled as of 6/30/11.

The Globe Public Library was called for information on 12/10/10 and the Repositories database was updated on 12/10/10.

### **4.2 Work-Performed Compilations**

47 work-performed compilations have been completed as of 6/30/11.

### **4.3 Electronic Media and Microfilm Management**

586 copies of special collections were produced in electronic format as of 6/30/11.

**Task 5: Manage the Day-To-Day Operations of the Superfund Records Center**

Operation and maintenance of the Records Center continued as of 6/30/11.

All-hands staff meetings and departmental staff meetings continued to be held on a monthly basis through 6/30/11.

Equipment/supplies were purchased on 6/24/11.

**Task 6: Training and Orientation**

At the request of the TOAM, a Librarian IV gave SDMS-C training to Environmental Protection Specialist Leslie Ramirez and Site Assessment Manager Sharon Murray on May 3.

A tour of the Records Center for visitors was completed on 3/10/11.

**Task 7: Online Operations and Internet Support**

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage on 6/7/11.

Staff posted indices, introductions, and lists of acronyms for Region 9 ARs on the Internet on 1/12/11.

**Task 8: Attend Meetings and Teleconferences**

Staff attended a national Superfund Records Manager/SDMS-C Workgroup teleconference meeting on 4/19/11.

**Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS****9.7 Attend ECMS Meetings & Teleconferences**

On November 3 staff met with the TOAM to discuss Extender pilot testing results.